FRESNO, CALIFORNIA
CLASS SPECIFICATION

EXECUTIVE ANALYST TO CITY COUNCIL

FLSA STATUS:
Exempt

CLASS SUMMARY:
The Executive Analyst to the City Council is a stand alone classification in the Legislative series. Incumbents perform independent research specific to the needs of the City Council that are broad in scope in the form of problems to be solved or questions to be answered, or impact a specialized area.

The Executive Analyst to the City Council is distinguished from the other classifications by its responsibility for researching and preparing materials relating to policy, citizen, and public relations issues.

	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
1.	Conducts research and statistical studies specific to the needs of the City Council, such as planning and policy issues, budget issues, and service levels.	Daily 40%
2.	Compiles data and prepares a variety of reports detailing findings.	Daily 10%
3.	Prepares researches, analyzes, and suggests solutions to problems to be solved, questions to be answered or specialized area activities.	Daily 10%
4.	Responds to inquiries from the public and other agencies as related to City programs, policies, and procedures.	Daily 10%
5.	Originates, plans, and composes a variety of public information, which may include: newspaper articles; stories, bulletins; speeches; reports; letters; radio and television scripts; briefings; and/or other applicable information.	Weekly 10%
6.	Researches, prepares, and disseminates materials and coordinates interaction of members of the news media, internal departments, City staff, and the general public in presenting information.	Weekly 10%
7.	Conducts surveys, collects information, analyzes findings, makes interpretations and recommendations, and prepares reports detailing findings.	Monthly 10%
8.	Performs other duties of a similar nature or level.	As Required

FRESNO, CALIFORNIA
CLASS SPECIFICATION

EXECUTIVE ANALYST TO CITY COUNCIL

Training and Experience (positions in this class typically require):
- Bachelors Degree in Business Administration or Public Administration and two years of administrative experience including one year of governmental research

OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- Basic class C license.

Knowledge (position requirements at entry):

Knowledge of:
- Research methods;
- Data collection, coding and survey research methods
- Statistical analysis, theories and concepts
- Customer service policies, principles and practices

Skills (position requirements at entry):

Skill in:
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Comprehending and making inferences from written materials
- Collecting and coding data
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Maintaining community and public relations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

---

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:
The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007
Reviewed by the City of Fresno
Date: 5/2008